






Absence Quota Information - Report Instructions



Use this report to display four types of quota leave balances: Comp Leave >200, Comp Leave >240, Comp Leave >340, and Military Leave balance.

1. From the main screen, type transaction code: **PT_QTA10**.
2. Click the **Enter** button  or press **Enter** to continue.
3. Click the **Get Variant** button .
4. In the Find Variant search box, clear out all the fields.
5. Click the **Execute** button  or press **F8** to execute.
6. Double-click one of the following four Leave Balance variants
00_COMP_LEAVE
00_COMP_LEAVE2
00_COMP_LEAVE3
00_LEAVE_BAL
00_MILL_LEAVE


Variant name	Short description	E	P	Changed by
00_COMP_LEAVE	Comp Leave Balance > 200	A	X	JVP0065
00_COMP_LEAVE2	Comp Leave Balance > 240	A	X	JVP0065
00_COMP_LEAVE3	Comp Leave Balance > 340	A	X	FF_TM
00_LEAVE_BAL	Current Leave Balance	A	X	JVP0065
00_MILL_LEAVE	Military Leave Balance	A	X	JVP0065
00_NEG_BALANCE	Negative Leave Balance	A	X	JVP0065
061PPLEAVEQUTO	PERNR Numbers	A	X	
2011 ADMIN	Admin section PPA	A		


7. *Period* – Choose a reporting period or choose Other Period to enter a date range.

8. You have more than one selection options:

Personnel Number – Type a PerNr.
OR

Cost Center – Type a cost center number.

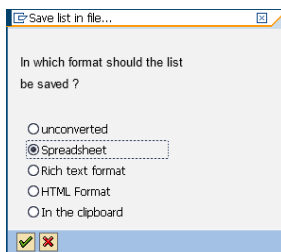
NOTE: Click the **Multiple Selection** button  for either the Personnel Number or Cost Center field to enter more than one number.

9. Click the **Execute** button  or press **F8** to execute.


10. The report displays.

Export to Excel

- From the menu bar choose:
List → Export → Local File



- Choose **Spreadsheet**.
- Choose the file location and type the file name.
- Click **Generate**.

11. Click the **Back** button  or press **F3** to return to exit the report.

Display Absence Quota Information

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Period 12/15/2009 To 12/31/2011

Payroll period

Selection

Personnel Number

Employment status

Payroll area SM

Cost center

Quota selection

Quota type 3 to

Display

☒ Only EEs with selected quotas ☐ All selected EEs

Display Absence Quota Information

Absence quotas

Validity period 12/15/2009 - 12/15/2011

Pers.No.	Name (sortable)	Quota	Entitlement	Used	Total remain.
	Comp Leave	305.72000	103.50000		202.22000
		305.72000	103.50000		202.22000